PERFORMANCE SKILLS EVALUATION CHECKLIST
(OPTIONAL)
May be used by student or teacher to record ongoing progress.

Student Name: _____   **Period: _____**

Performance rating scale:
4 = Highly Skilled   Successfully demonstrated without supervision
3 = Moderately Skilled   Successfully demonstrated with limited supervision
2 = Limited Skill   Demonstrated with close supervision
1 = Not Skilled   Demonstration requires direct instruction and supervision
A minimum score of 3 for each of the following performance skills must be achieved to meet state skill certification requirements.

PERFORMANCE SKILLS STANDARDS				
Standard 01 – Keyboarding	**1**	**2**	**3**	**4**
Use correct keyboarding technique to improve speed and accuracy.				
This includes the following: *Eyes on copy or screen, not on keys.* *Fingers curved and oriented to home row.* *Correct fingers used for keystrokes* *Key with smooth rhythm and quiet hands.* *Forearms parallel to slant of keyboard; wrists low, but not resting on any surface.* *Proper sitting posture: body centered, feet provide balance, elbows naturally at sides.*				
Standard 02 – Basic Word Processing Elements	**1**	**2**	**3**	**4**
Use word processing software to create, format, and edit documents.				
This includes the following: *Identify standard default settings for margins, line spacing, alignment, and tabs.* *Adjust settings for alignment, line spacing, and indentation to format paragraphs.* *Use text wrapping (word-wrap) within paragraphs.* *Demonstrate ability to make corrections as indicated by proofreader's marks.* *Use writing tools for spelling, thesaurus, and grammar.* *Use cut, copy, and paste within a document.* *Apply changes to fonts—including face, style, size, and effects.* *Create tabulated text using left, right, center, decimal, and dot leader tabs.* *Apply bullets and numbering to lists.* *Apply numbers, headers/footers, and vertical centering to pages.*				
Standard 03 – Advanced Word Processing Functions	**1**	**2**	**3**	**4**
Use word processing software to apply advanced word processing functions.				
This includes the following: *Manage files by creating folders; cutting, copying, and pasting files; renaming files; searching for files; and deleting files.*				

Advanced Word Processing Functions, continued

Change paper size and orientation.
Find and replace text and codes in a document.
Insert symbols and characters.
Apply hyphenation and non-breaking spaces.
Sort a list.
Plan, record, and play a macro.

Standard 04 – Advanced Document Formatting	1	2	3	4
Use advanced features of word processing software to format documents.				

This includes the following:
Create labels.
Format text in columns.
Create a table of contents and index.
Create documents using templates such as calendars, fax cover sheets, and other business documents.
Add page and paragraph borders in a document.

Standard 05 – Advanced Tables	1	2	3	4
Use word processing (and spreadsheet) software to create and format tables and perform calculations.				

This includes the following:
Insert and delete columns and rows.
Change line border, and fill styles.
Change cell, row, column, and table formatting.
Calculate totals for rows and columns and enter formulas. (Use of spreadsheet program is acceptable.)
Perform a variety of sorts within tables.

Standard 06 – Merge	1	2	3	4
Use word processing software to perform merges.				

This includes the following:
Create a data source to be used in a merge.
Create a form/main document to be used in a merge.
Perform a merge.
Use appropriate merge commands to allow for user input from keyboard during a merge. (WordPerfect – KEYBOARD or Word – FILLIN)
Sort and select data records to be used in a merge.

Standard 07 - Graphics	1	2	3	4
Use word processing software to create graphics.				

This includes the following:
Insert a graphics image into a document.
Change the image size, position, wrap, border/fill, and add a caption.
Use drawing tools to insert lines, shapes, and WordArt (TextArt).
Create a variety of charts.